VAL | VIRGINIA ABC LICENSING

RENEW RETAIL/INDUSTRY LICENSE and PERMIT TUTORIAL

Virginia Alcoholic Beverage Control Authority

(Rev. 1/2022)

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

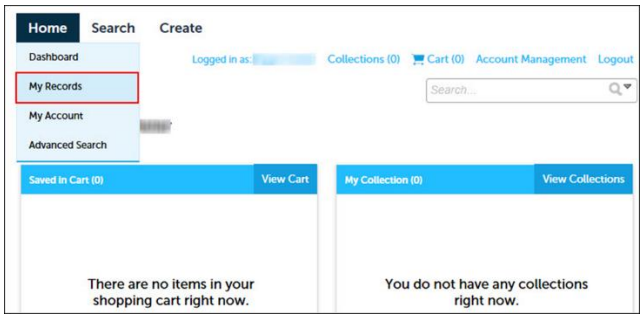
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

1. Log in to Account Central, then the Licensing system will be displayed.
2. Click Home>My Records in the top left navigation. A list of all records displays.
3. Find renewal record. Click Pay Fees Due.
4. Add Comments (optional). Click **Continue Application**.
5. Check certification box. Click **Continue Application**.
6. Review Pay Fees page then click **Check Out.**
7. Click **Checkout** on the Cart page.
8. Click **Proceed with Payment** on the Payment page.
9. Enter Payment then click **Submit Payment. Receipt/Record issuance** page loads.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

My Records



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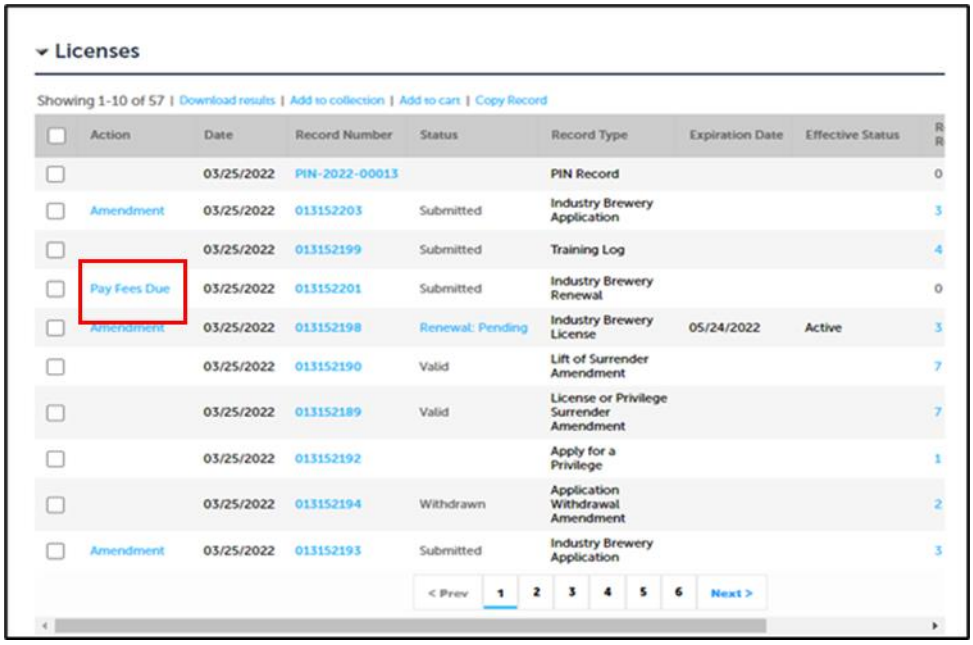
Renew



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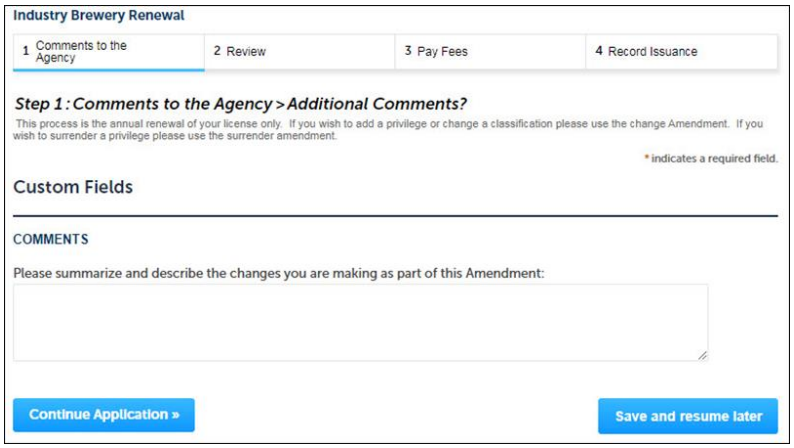
Comments



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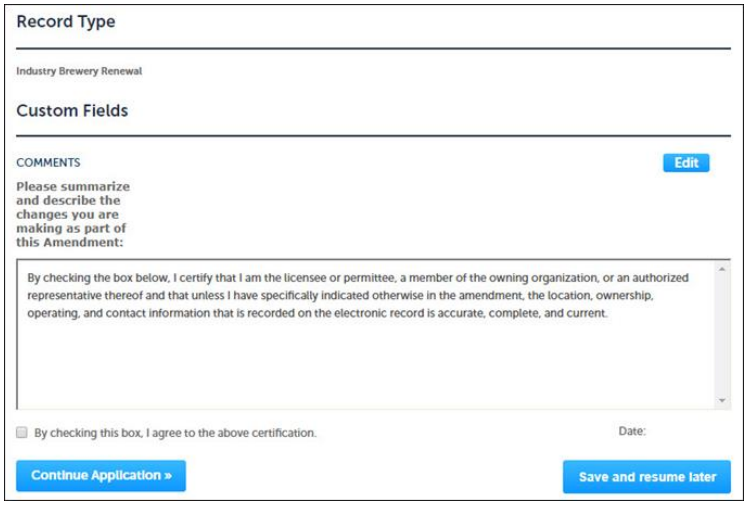
Certification



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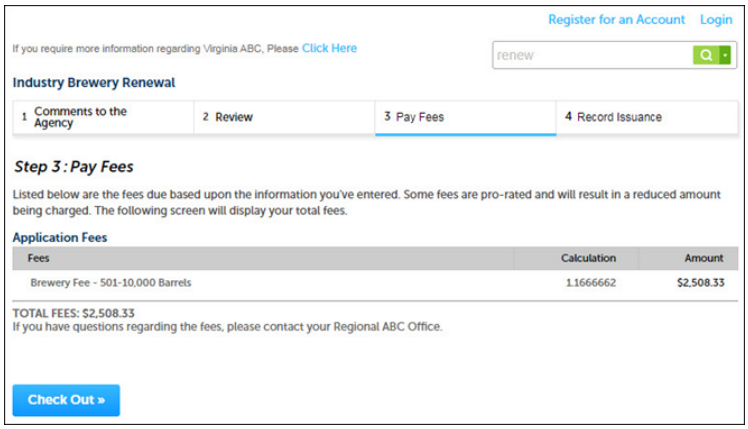
Pay Fees



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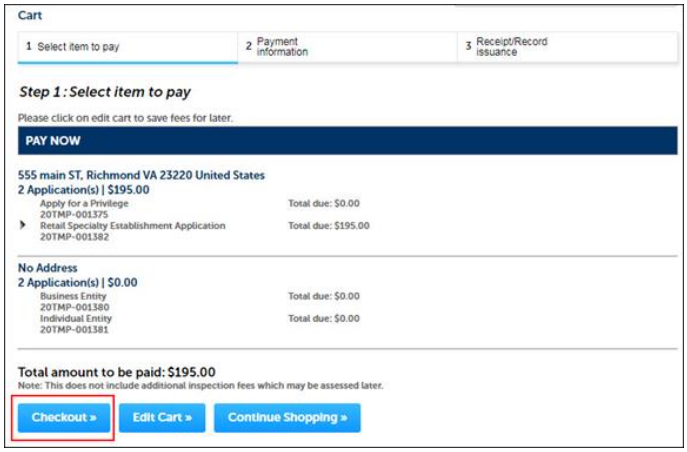
Cart



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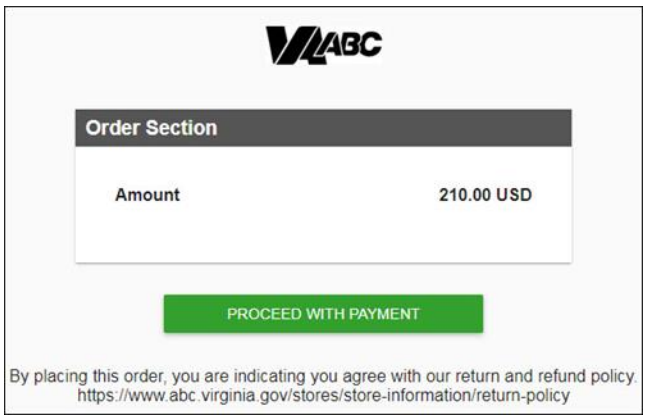
Payment



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Submit Payment

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